

INSTRUCTIONS FOR "REQUEST FOR PAYMENT FORM"

Each request for payment must also be accompanied by a Uniform Status of Funds Spreadsheet, a Uniform Invoice Tracking Spreadsheet, and a TSEP Project Progress Report. In order to process a Request for Payment, you must fill out sections I, II and III of this form.

Section I – TSEP Recipient Information:

1. MDOC/TSEP CONTRACT NUMBER. Enter the MDOC/TSEP contract number of the TSEP grant.
2. DRAWDOWN NUMBER. Number consecutively beginning with "1" for the initial request. Enter the appropriate number **and** the word "FINAL" for the final request.
3. TOTAL AMOUNT REQUESTED. Enter the total amount requested. Must be the same as Line 5 of Column D of Section II.
4. NAME AND ADDRESS OF TSEP RECIPIENT. Enter the TSEP recipient's mailing address exactly the same as shown on the Designation of Depository Form.
5. MAKE DEPOSIT PAYABLE TO: Enter the TSEP recipient's name, the account and ABA (routing) numbers where indicated, and the name and address of the bank as shown on the Designation of Depository Form.

Section II - Financial Information: Lines 1 through 5 must be completed. Lines 1 through 5 relate to TSEP funds only.

1. COLUMN A. Enter the amount budgeted for lines 1 and 3 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).
2. COLUMN B. Enter the amount expended prior to this draw for lines 1 and 3 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).
3. COLUMN C. Enter the amount requested for this draw for lines 1 and 3 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).
4. COLUMN D. Enter the amount remaining after this draw for lines 1 and 3 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).
5. PERCENT. Enter the calculated percentages as indicated for lines 2 and 4 as appropriate for the approved budget and subsequent expenditures.
6. TSEP TOTALS. Total columns A through D on line 5 (as shown on your MDOC approved project budget and attached Uniform Status of Funds Spreadsheet).
7. FOR MDOC USE ONLY. **Leave blank. This box is only for MDOC's use, in order to subtract the 2% retainage on the final drawdown.**
8. REMARKS. Use this space to clarify information.

Section III - Local Approval

Two original authorized signatures from the TSEP recipient are required, along with the date signed and titles of the officials. These signatures must be exactly as shown on the Signature Certification Form. **Photocopied signatures are not acceptable.**

Section IV - MDOC Approval

Leave blank. This section is for MDOC comment and approval only.

Use an initial copy of the form as a "master" form to avoid unnecessary duplication for subsequent drawdown requests. Type the information for MDOC/TSEP Contract Number, Name and Address of TSEP Recipient, "Make Deposit Payable To", and Column A of Section II on this master form. For each subsequent drawdown request, enter the remaining information on a **copy** of this "master" form. **Submit the signed "original" of the drawdown request, retaining a copy for your files.**